

First Last - Sample 2 [CLICK HERE FOR THIS FORMAT](#)

Portland, OR • sample@up.edu • (000) 000-0000

EDUCATION

University of Portland, Portland, OR May 20XX
Bachelor of Arts, Majors: English, Spanish, Minor: Writing GPA 3.XX

- Dean's List, Alpha Lambda Delta

ACADEMIC EXPERIENCE

English Capstone, The Rhetoric of Revolt: Examining the Language of Rebellion in Literature Jan – May 20XX

- Conducted an in-depth analysis of rhetorical strategies used in literature to depict rebellion, identifying key linguistic patterns shaping our understanding of resistance and dissent.
- Used a comparative framework for analyzing the rhetoric of revolt across different literary movements and contexts, revealing both commonalities and unique characteristics in the portrayal of rebellion.
- Summarized research and the relationship between language, power, and resistance in literature.
- Effectively communicated research findings through presentation at University of Portland Founder's Day

Nonfiction Writing Workshop Aug – Dec 20XX

- Wrote and revised multiple nonfiction essays, receiving and applying constructive criticism in workshops
- Analyzed the writing process and applied learned techniques to improve writing skills.
- Critically evaluated and analyzed exemplary nonfiction essays from established writers.
- Developed strong editing and proofreading skills through peer review and self-editing.

RELATED EXPERIENCE

Editor, Beacon Newspaper, University of Portland Aug 20XX – Present

- Promoted to Copy Editor after two years as a Staff Writer, demonstrating leadership and attention to detail.
- Supervise and delegate tasks to staff writers, ensuring timely and high-quality content.
- Lead team meetings to coordinate efforts and maintain focus on editorial goals.
- Edit and proofread articles, emphasizing clarity, accuracy, and consistency.
- Conduct research and interviews, synthesizing information into engaging stories.
- Meet strict deadlines while managing multiple assignments and maintaining editorial standards.

Program Assistant, St. John's Swap N Play, Portland, OR Feb 20XX – Present

- Create engaging and informative materials for community events enhancing engagement.
- Utilize bilingual proficiency to translate materials, improving accessibility and expanding the program's reach to diverse communities.
- Organize and manage tabling events, honing public speaking and interpersonal skills while promoting program participation.
- Support instructors by fostering a positive learning environment and encouraging student participation.

Literary Conference Intern, Northwest Undergraduate Conference on Literature, Portland, OR Jan – May 20XX

- Assisted with conference logistics, using strong organizational skills to ensure smooth event operations.
- Supported panel sessions by managing time and technical needs, ensuring presentations ran efficiently.
- Collaborated with conference organizers to address on-the-spot issues, demonstrating adaptability and problem-solving skills.

SKILLS & CERTIFICATIONS

Languages: Spanish (full professional fluency) English (native fluency)
Certifications: Child & Infant CPR, OR Food Handler's Permit

ADDITIONAL EXPERIENCE

Community Assistant, Lund Family Hall, University of Portland Aug 20XX – May 20XX
Staff Writer, The LOG University of Portland Yearbook Aug 20XX – May 20XX